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Miami-Dade County, Florida

Request for Proposals

REVIEW, EVALUATION, AND REVISION OF THE FATS, OIL, AND GREASE (FOG) CONTROL PROGRAM

BACKGROUND

On May 21, 2013, the Board of County Commissioners approved Resolution No. R-393-13 which authorized the execution of the Consent Decree (Case 1:12-cv-24400-FAM) between Miami-Dade County, the United States of America, the State of Florida, and the Florida Department of Environmental Protection in order to comply with the Federal Clean Water Act, in addition to other federal and state laws, regulations, and permits, with the goal of eliminating sanitary sewer overflows and prohibited bypasses.

Miami-Dade County, hereinafter referred to as the "County," as represented by the Miami-Dade Department of Regulatory and Economic Resources (RER) Division of Environmental Resources Management (DERM), is soliciting proposals for the review, evaluation and revision of the existing grease trap ordinance, Ordinance 94-132 codified in Chapter 24 of the Miami-Dade County Code, and the Fats, Oil and Grease (FOG) Control Program. The Scope of Services described herein is intended to comply with this requirement, specifically Paragraph 19(a) of the Consent Decree.

The County anticipates awarding a contract for one (1) year, with a one (1) year option to renew, at the County's sole discretion.

Required Services and Deliverables

The required services and deliverables for this Solicitation include reviewing, evaluating, and revising the existing grease trap ordinance (Ordinance 94-132 codified in Chapter 24 of the Miami-Dade County Code) and the Fats, Oil and Grease (FOG) Control Program in accordance with Paragraph 19 (a) of the Consent Decree, excluding the following tasks:

- Paragraph 19 (a)(i) FOG Characterization Study
- Paragraph 19 (a)(iii) Specification of Accepted FOG Control Devices
- Paragraph 19 (a)(iv) Establishment of Standards for the Design and Construction of FOG Control Devices
- Paragraph 19 (a) v Establishment of FOG Control Device Management and O & M Standards/Best Management Practices

The tasks noted above are part of "Project 1," which was awarded to Woolpert, Inc. under Equitable Distribution Program work order EDP-PE-S-DE-002-DERM on March 2, 2014, and are not included as part of the Scope of Services for this Solicitation. However, the awarded Proposer shall incorporate the work product from Project 1 (EDP-PE-S-DE-002-DERM), as approved by the County's Project Manager, into the final deliverables.

Project Meetings

The awarded Proposer (Project 2) shall participate in an in-person project kick-off (planning) meeting with the County and consultant working on *Project 1*. The meeting will be scheduled by the County Project Manager and held in the Overtown Transit Village Building located at 701 NW 1 Court, Miami, Florida, 33132. The project planning meeting shall take place with County staff and consultant working on *Project 1* no later than seven (7) days after the first (1st) Notice to Proceed (NTP) is issued. Monthly progress meetings for Projects 1 and 2 shall be attended by the awarded Proposer's Program Manager or designated staff. Progress meetings shall be held at same location. Additional meetings may be requested by the County's Project Manager as deemed necessary

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Project Tasks

Tasks included in this scope of services are summarized below.

A. Incorporate Project 1 Tasks into Project 2

Incorporate the findings, recommendations and conclusions of the following Project 1 Tasks, produced under work order EDP-PE-S-DE-002-DERM, in the work product and report required under this scope of services (i.e., Project 2), where applicable:

1. FOG characterization study. The FOG characterization study will be completed by July 23, 2014.
2. Specifications for FOG Control Devices. The Specifications for FOG Control Devices will be completed by September 26, 2014.
3. Standards for the Design and Construction of FOG Control Devices, including Standards for Capacity and Accessibility, Site Map, Design Documents, and As-Built Drawings. The Design and Construction Standards for FOG Control Devices will be completed by September 26, 2014.
4. FOG Control Device Management, Operations, and Maintenance Standards or Best Management Practices. The FOG control device management, operations and maintenance standards, or best management practices, will be completed by August 4, 2014.

B. Consent Decree Paragraph 19(a)(ii) - Legal Authority for FOG Program

1. Draft legal framework/outline for the implementation of Consent Decree Paragraph 19(a)(ii) which includes code changes (e.g., definitions, pretreatment, operating permits, waste haulers, compliance/enforcement, etc.)
2. Draft a new FOG Ordinance to revise Chapter 24, Code of Miami-Dade County, to fully implement Consent Decree Paragraph 19(a)(ii)
3. The Draft ordinance shall provide that all new multifamily developments (and substantial improvements), including condominiums/apartments, require separate plumbing/FOG control devices to prevent/minimize FOG discharge to public sewers. The awarded Proposer shall define multifamily developments subject to this requirement based on a cost analysis that includes the additional cost of construction of separate plumbing systems and cost savings associated with reduced discharge of FOG to the building drain and building sewer, public sewer system and wastewater treatment plants.
4. The Draft ordinance shall provide that multi-family residential units found to be discharging FOG in excess of applicable standards in Chapter 24, Code of Miami-Dade County, to public sewers in basins with FOG related issues (e.g., excess maintenance, Sanitary Sewer Overflows (SSOs), etc.) shall implement a program to control FOG. The awarded Proposer shall define multi-family developments subject to this requirement based on a cost analysis that includes the additional cost of establishing and maintaining a program to control FOG and the cost savings associated with reduced discharge of FOG to the building drain and building sewer, public sewer system and wastewater treatment plants.
5. Develop an Ordinance roll-out/Implementation plan and schedule using the latest edition of Microsoft Project, included with master schedule, and schedule for FOG Ordinance approval within six (6) months of Environmental Protection Agency's (EPA) approval (note: provide four (4) weeks for the County Attorney's Office (CAO) review/approval prior to submittal to EPA).

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C. Consent Decree Paragraph 19(a)(vi) - Construction Inspection Protocols

1. Comprehensive review of existing construction inspection and re-inspection protocols (scheduling, tracking, notifications, inspection report forms, record keeping requirements, and fees) in unincorporated Miami-Dade County (Permitting & Inspection Center) and no less than three (3) municipalities.
2. Recommended construction inspection and re-inspection protocols (scheduling, tracking, notifications, inspection report forms, record keeping requirements, and fees) that address each type or type groups and approved control device specifications.
3. Training program for building department staff that includes written training manuals and presentations that address each type or type groups and approved control device specifications.
4. Construction Inspection roll-out/Implementation plan and schedule using the latest edition of Microsoft Project, included with master schedule.

D. Consent Decree Paragraph 19(a)(vii) - Compliance Inspection Protocols

1. Comprehensive review of existing compliance inspection and re-inspection protocols including, but not limited to, inspection frequency, scheduling, tracking, notifications, inspection report forms and checklist, system performance evaluation, calculations and measurements, record keeping requirements, sampling and fees.
2. Recommended compliance inspection and re-inspection protocols, including, but not limited to, inspection frequency, scheduling, tracking, notifications, inspection report forms and checklist, system performance evaluation, calculations and measurements, record keeping requirements, sampling and fees, that address each type or type groups and approved control device specifications. Recommendations shall address both manual monitoring and automated gauging and logging systems (e.g., in-tank gauging and wireless reporting equipment/protocols).
3. Staffing level assessment and recommendations based on 2013 and 2019 Grease Discharge Operating (GDO) permits centered on historical GDO permits and population projections.
4. Training program for compliance inspection staff that includes written training manuals and presentations that address each type or type groups and approved control device specifications.
5. Documentation shall provide formats, samples, and forms for all noted practices. Sampling procedures and frequencies shall be provided. A method for calculating the maximum interval between pump outs shall be provided based on the size and design of the FOG control device and the type and size of the facility. A minimum frequency of inspections to insure compliance with all County Code requirements shall be determined and provided. A program for tracking inspections to assure all facilities are properly monitored shall be provided. The level of required staffing for this program shall be determined.)
6. Compliance Inspection roll-out/Implementation plan and schedule using Microsoft Project, latest edition (included with master schedule).

E. Consent Decree Paragraph 19(a)(viii) - FOG Disposal Manifest System

1. Comprehensive review of existing manifest protocols for generators, waste haulers, and disposal facilities, including evaluating if the protocols provide a closed-loop tracking process.
2. List of existing facilities that are permitted to receive FOG, including how each stores, handles, processes, disposes and manifests FOG and byproducts/waste.

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3. Recommended FOG disposal manifest protocols, including forms, tracking, notifications, record keeping requirements and reporting content, formats (e.g., paper, electronic and online) and frequencies, to establish a closed loop process to track non-comingled FOG (i.e., FOG and septage shall not be comingled) from point of generation to the final point of disposal (e.g., WASD, Broward County, private rendering facility, etc.). The manifest system shall also capture the pre-pumpout levels (of FOG, water and bottom contents/sludge) and post-pumpout levels for all systems not utilizing automated reporting systems capable of gauging/logging and transmitting FOG, water and bottom content/sludge levels electronically to County.
4. The roles and responsibilities of each entity involved, including but not limited to, generators, haulers and collection, storage, handling and disposal facilities located within and outside of Miami-Dade County.
5. Incentives (e.g., reduced fees, inspections, reporting, etc.) for automated reporting equipment/processes (e.g., in-tank gauging and wireless reporting equipment/protocols).
6. The manifest system shall provide for a single-data-entry process, where data entry by Department staff will be minimal, and shall include passive quality assurance and active quality control protocols.
7. Implementation schedule that provides for immediate (i.e., after EPA approval) implementation of a FOG disposal manifest system and future milestones and details for development, testing and roll-out of an online process.
8. Framework/process and scope of work for the development of an online FOG disposal manifest computer application. This shall include close coordination and meetings with Miami-Dade County's Information Technology Department (MDC-ITD), generators, haulers and disposal facilities. The intent of the program is to automate the closed-loop process of reporting and tracking FOG from point of generation to the final point of disposal (e.g., WASD, Broward County, private rendering facility, biofuel production facility, etc.) and shall include passive quality assurance and active quality control protocols. Functions, operation, and support for this program as well as hardware requirements shall be identified and documented.
9. Draft Ordinance that amends Chapter 24, Code of Miami-Dade County, to establish the requirement that FOG and septage not to be comingled.
10. Training program for all users of the manifest system (department staff, generators, haulers and collection, storage, handling and disposal facilities (located in and outside of MDC)) that includes written training manuals (Microsoft Word file(s)) and presentations (Microsoft PowerPoint). Staffing levels for maintaining this program shall be determined.
11. A program shall be described for sampling the content of each truckload of product upon delivery to the disposal location, and tracking the results within the manifest system.)

F. Consent Decree Paragraph 19(a)(ix) - Enforcement Program.

1. Comprehensive review of existing enforcement (e.g., field notices, warning notices, Notice of Violation (NOV), CAO coordination, etc.), protocols including existing code (e.g., Chapter 24), referral process, forms and checklist, performance measures, case development and tracking, notifications, inspection/re-inspection requirements, and record keeping requirements.
2. Recommend enforcement protocol (e.g., field notices, warning notices, NOV, CAO coordination, etc.), including referral process, forms and checklist, performance measures, case development and tracking, notifications, inspection/re-inspection requirements, and record keeping requirements.

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3. Staffing level assessment and recommendations based on current and future workload projections.
4. Training program for enforcement staff that includes written training manuals (Microsoft Word file(s)) and presentations (Microsoft PowerPoint) that address each type or type groups and approved control device specifications.

G. Consent Decree Paragraph 19(a)(x) - Compliance Assistance Program

1. Training program with clear goals, objectives and initiatives and performance indicators (i.e., how to determine and evaluate if assistance program is effective). This shall include how often, which employees and how many employees shall receive training.
2. Content for training (and refresher training) programs for FOG generators, haulers and disposal facilities (excluding delivery system) to assist each group to comply with applicable regulations and best management practices. The content shall be readily deliverable in live group settings (meeting, workshop, etc.) and online.
3. Framework/process and scope of work for the development of an online FOG training delivery system (excluding content). This shall include close coordination and meetings with MDC-ITD, generators, haulers and disposal facilities. Functions, operation, and support for this program as well as software and hardware requirements shall be identified and documented.
4. Recommendations for establishing training requirements as optional or mandatory (e.g., linked to DERM permits and included as a specific permit condition).
5. Outreach program to make FOG generators, haulers and disposal facilities aware that assistance is available.
6. Staffing, cost and funding mechanism(s) for assistance program.
7. Schedule for the assistance program development and roll-out, including timeframes and milestones for content development, content delivery systems, testing and roll-out process.

H. Consent Decree Paragraph 19(a)(xi) - Public Education Program

1. Comprehensive literature review and interviews of no less than five (5) existing FOG programs. For each, the awarded Proposer is to identify the effective and ineffective components of the programs, such as, but not limited to, shifting public practices, reducing FOG related SSOs and reducing maintenance effort/cost
2. Description of key public target audience groups, including clear goals, objectives and initiatives for each group and performance indicators (i.e., how to determine and evaluate if education/outreach is effective).
3. Content for public education/outreach program for each target audience in English, Spanish and Creole. Content shall address regular, seasonal (e.g., holidays and holiday yellow grease drop-off centers) and piggy-back (e.g., adopt-a-tree) education opportunities. The content shall be readily deliverable in live and online group settings.
4. Framework/process and scope of work for the development of an online FOG Public Education delivery system (excluding content). This shall include close coordination and meetings with MDC-ITD, County outreach section/department, utilities and target audience leaders. Functions, operation, and support for this program as well as software and hardware requirements shall be identified and documented.
5. Staffing, cost and funding mechanism(s) for education program.
6. Schedule for the education program development and roll-out, including timeframes and milestones for content development, content delivery systems, testing and roll-out process and continuation of program into the future.

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7. Determine the staffing and annual budget for the program.

I. Consent Decree Paragraph 19(a)(xii) - Staffing and Equipment Requirements

1. Summarize staffing and equipment requirements for each program item/component identified in scope of services tasks A - L in this Solicitation.
2. A description of the complete staff as Full Time Equivalent (FTE) to carry out all requirements of the FOG control program, including supervisory, technical, training and legal support. Staffing shall be based on the assumption that all personnel shall be working only on the FOG program. Where staffing level depends on the number of facilities, the ratio of staff members to facilities shall be provided. Training and competency requirements for all functions shall be described.
3. A description of all equipment required (e.g., office, field, etc.) to carry out all requirements of the FOG control program based on proposed staffing FTEs.
4. An estimated annual cost, based on current County pay scales and benefits, for complete staffing and equipment. Initial staffing levels shall be based on the current number of permitted facilities.
5. Permit fee detailed analysis to support the FOG control program, including breakdown by permit type (e.g., high-risk facilities).

J. Consent Decree Paragraph 19(a)(xiii) - List of Current Commercial Establishment FOG Generators

1. Establishment of FOG generator categories based on FOG generation process and estimated (range) of FOG generated daily. Include information, data, tables, and graphs used to establish categories.
2. Expand current list of GDO facilities to include information on category and FOG generated (based on category).
3. GIS layer (color coordinated) of current GDO permitted facilities, including category, generating processes and quantities of FOG generated daily (based on category) and blank field for "actual" estimated quantities. There are approximately 6,500 permitted FOG sources in the County captured in GIS. DERM will provide existing GIS layer to consultant.
4. Framework/process and scope of work for the development of a computer application to maintain the FOG generator list and associated GIS layer(s). This shall include passive quality assurance and active quality control protocols. Functions, operation, and support for this program as well as hardware requirements shall be identified and documented. This shall include close coordination and meetings with MDC-ITD.

K. Consent Decree Paragraph 19(a)(xiv) - Performance Indicators

1. Comprehensive review of performance indicators and benchmarks for existing FOG program.
2. List and supporting documentation of recommended indicators and benchmarks, including how to implement/use indicators. This listing shall include parameters and/or reports from FOG databases and other sources that show the effectiveness of the program including, but not limited to, simple tabulated format, graphs, etc.
3. Staffing and equipment requirements for monitoring and automated reporting of performance indicators where data mining/querying is performed by an independent group.
4. Indicators to be considered shall include, but not be limited to, amount of FOG transported and diverted (e.g., biofuel), number of facilities reporting automatically/electronically, number of enforcements cases open/closed, inspections per permitted facility, and grease-related overflows and blockages, and public knowledge of the FOG program.

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L. Consent Decree Paragraph 19(a)(xv) - FOG Program Annual Review, Evaluation, and Revision

1. Develop a process for reviewing, evaluating and revising the FOG Program annually. This shall include, but not limited to, composition of a review group and an annual guideline review containing forms, statement of objectives, and deliverables to be used for evaluating the Program.
2. A list of verifiable benchmarks and minimum requirements shall be created. The review shall include determining if any changes to the County Code are required to improve FOG control in the County. If necessary, recommended changes shall be provided. The review shall be required to evaluate possible uses for recovered FOG, to determine when these uses may provide a revenue source to offset the costs of recovery and treatment, and what changes in the program might enhance these revenues.

Project Deliverables

The FOG Program deliverables shall be formatted as a report including photos, figures, tables, graphs, GIS layers (color coordinated), etc. to better illustrate findings, analysis, recommendations, etc. The report shall be prepared with the general format outlined below:

- i. Cover Page
- ii. Signature Page (to be provided by DERM)
- iii. Executive Summary
- iv. Table of Contents

Section 1 Introduction

Section 2 Existing FOG Program (content to be provided by DERM/Consultant for Project

Section 3 FOG Characterization Study (content to be provided by DERM/Consultant for Project 1)

Section 4 Legal authority and Proposed Ordinances

Section 5 FOG Control Devices (content to be provided by DERM/Consultant for Project 1)

Section 6 FOG Manifest System

Section 7 Outreach and Education

Section 8 Inspections, Compliance and Enforcement

Section 9 Staffing and Equipment Requirements

Section 10 Performance Indicators

Section 11 Program Annual Review, Evaluation and Revision

Definitions & Acronyms

Figures & Graphs

Photos

Appendices

Attachments

Electronic Copy

The final Report format/layout may change at the discretion of the County Project Manager. All revisions required by the EPA shall be made by the Contractor at the Contractor's cost and submitted to DERM no less than two (2) weeks prior to the date the submittal is due to EPA.

Project Timelines

The final report, including the FOG Ordinance(s), shall be submitted by the County (DERM) to EPA on, or before, eighteen (18) months after the lodging of the Consent Decree. This date is currently understood to

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be June 6, 2015. All Project 2 deliverables shall be provided to DERM no later than March 6, 2015 by the awarded Proposer. Progress submittals shall be provided to DERM as required to meet the final deadline, considering a minimum of 2 week reviews by DERM for each submittal. The preferred Substantial Completion Dates (SCDs) are listed below. However, it shall be the awarded Proposer's responsibility to provide DERM a complete submittal no later than March 6, 2015.

SCD	Task
November 3, 2014	<ul style="list-style-type: none">• Consent Decree Paragraph 19(a)(vi) - Construction Inspection Protocols• Consent Decree Paragraph 19(a)(ix) - Enforcement Program.• Consent Decree Paragraph 19(a)(xiii) – List of Current Commercial Establishment FOG Generators
December 1, 2014	<ul style="list-style-type: none">• Consent Decree Paragraph 19(a)(x) - Compliance Assistance Program• Consent Decree Paragraph 19(a)(vii) - Compliance Inspection Protocols• Consent Decree Paragraph 19(a)(xi) - Public Education Program• Consent Decree Paragraph 19(a)(xiv) – Performance Indicators
February 9, 2015	<ul style="list-style-type: none">• Consent Decree Paragraph 19(a)(viii) - FOG Disposal Manifest System• Consent Decree Paragraph 19(a)(ii) - Legal Authority for FOG Program• Consent Decree Paragraph 19(a)(ix) – FOG Program Annual Review, Evaluation and Revision.• Consent Decree Paragraph 19(a)(xiii) – Staffing and Equipment Requirements

All re-submittals to EPA shall be completed by the awarded Proposer and submitted to DERM no less than two (2) weeks prior to the date the submittal is due to EPA.